



NEWS YOU CAN USE

Registry of Educational Personnel (REP) Edition

March 2008

<http://www.michigan.gov/cepi>

New for End-of-Year (EOY) 2008!

The REP Submission Reports will include data at the school/facility level, as well as the district level. The reports will be populated as the data are submitted, so that up-to-the-minute totals will be available for district personnel to review. Authorized users may print and review reports at any time during the submission, and are strongly encouraged to do so prior to finalizing the submission process.

New Items on Submission Screen

Assignment Codes Available Within Application

A drop-down menu is now available for assignment codes and school/facility codes within Field 10: School Assignment Data, so that an assignment code may be selected and entered from the list of codes.

Submission Screen Options

In the upper right corner of the REP Submission Screen, there is now a drop-down menu, next to "Options," that allows the authorized user to select the appropriate version of the Online Submission Form that is required for the position being reported.

New to the REP?

Check out the Center for Educational Performance and Information (CEPI) Web site at <http://michigan.gov/cepi>. Click on "MEIS Data Services," and then click on "Registry of Educational Personnel" (on the left navigation bar). A document titled "New to REP?" is located under the heading "Current REP Submission." Other helpful documents and links are located under the heading "REP Help and Resources."

Get Connected!

To join the REP Listserv, send an e-mail message to: listserv@listserv.michigan.gov with no subject and the following text in the body of the message (exclude all other text such as signatures, etc.): subscribe cepi-rep.

Keep Your Michigan Education Information System (MEIS) Account Current

Please keep your MEIS contact information current. Update or verify your MEIS contact information by logging in at <https://cepi.state.mi.us/MEISPublic/>. If you update your information, be sure to save the changes.

This information is used when CEPI and the Michigan Department of Education (MDE) contact REP authorized users.

Data Quality Initiative

An analysis will be done on the Fall 2007 REP Data Submission. E-mail messages will be sent to REP authorized users prior to April 1, 2008.

CEPI began the data quality initiative to help ensure the accuracy of data submitted by district personnel. E-mail messages were sent to authorized users when possible anomalies were discovered. Five examples of the areas reported to district users were:

1. Over-reporting of professional development hours
2. Change in the highly qualified status of a teacher to non-highly qualified from fall 06 to EOY 07
3. Reporting of duplicate records
4. Reporting of retired staff members who were reported as retired in the previous submission
5. Not reporting professional development hours

For the EOY 2008 REP Data Submission, CEPI will once again complete a mid-collection analysis of the data submitted in the REP and inform the authorized users when a possible anomaly occurs. CEPI encourages you to finish your submission early, so that your district can take advantage of this service to you. The data quality initiative will help ensure that accurate data are reflected in all state and federal reports for your respective districts.

Contact Us

For application concerns, please e-mail CEPI Customer Support at cepi@michigan.gov. E-mail provides written documentation of your questions/concerns and allows the quickest and most efficient method for providing a response. If e-mail is not an option, you may contact CEPI Customer Support at 517.335.0505, option 3. Please include: your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific question(s).

Coming Up...

April – June 30, 2008 – REP Data Submission